



Frederick County Division of Parks & Recreation Recreation Center Application for Rental

Frederick County Division of Parks & Recreation • 301-600-1646
355 Montevue Lane, Suite 100, Frederick, MD 21702

The Recreation Center is available for rent around the hours of scheduled Division programs Monday-Friday between 4:30-9 pm, Saturdays between 9 am-9 pm, and Sundays between noon-9 pm. Facility rentals are awarded in order of priority (see below) with completed application, which includes payment and Certificate of Insurance. After our application deadline of August 31st, applications are processed in order of receipt (but at least 5 business days before the first date of your request.) **Any conflicting rentals must be approved by the Recreation Superintendent.**

Application Directions:

1. Complete and submit this application to the address above with:
 - Your full payment for your rental (or \$100 deposit whichever is less)
 - Blanket applications will be returned to applicant.
 - A Certificate of Insurance which names the Frederick County Board of County Commissioners and Frederick County Board of Education as additionally insured. (See example)
2. Completion of rental:
 - Rental must be **paid in full at least 5 business days prior to first rental date.**
 - Leagues must submit schedule with payment 5 business days prior to first rental date.

Refund Policy: Refunds will be granted for rental dates that are not used by the applicant when a refund request is made at least 10 business days prior to the date(s) in question. A minimal 20% processing fee will be charged for refunds. Any refund requests for a facility rental that are received less than 10 days prior to the event will not be honored. Rental dates cancelled by the Division of Parks and Recreation are automatically issued full refunds if make-up date cannot be arranged. Please allow at least 3 weeks for refunds to be processed.

Weather Cancellations: Weather cancellations follow those of Frederick County Public Schools on weekdays. On weekday evenings when schools have not been cancelled and on weekends the program Recreation Supervisor/ Recreation Coordinator, may cancel a program when the safety of the participants or staff is in question. Every effort would be made to give all rental applicants/program participants at least 2 hours notice prior to canceling. When the determination is made to cancel a specific program, **Parks & Recreation will inform the public of all cancellations by updating the Program Cancellation Line. The Program Cancellation Line is 301-600-6291.**

Priority of Use & Charge:

First- Board of Education with 30 days notice.

Second- PTA or PTO, faculty group, school affiliated groups, and state education agencies with 30 days notice.

Third- The Frederick County Division of Parks & Recreation (FCDP&R).

Fourth- FCDP&R Volunteer Recreation Councils in designated area and Frederick County Government Agencies. (RC Rate)

Fifth- Any public **non-profit recreation** provider (*a letter from the IRS which states non-profit award is required.*), and FCDP&R Volunteer Recreation Council outside of designated area (NP Rate)

Sixth- Private education agencies, other users such as volunteer, improvement, private, service, religious, social, civic, and Farm Bureau associations or organizations. (S Rate)

Seventh- Any activity provided by an organization which primarily serves non-Frederick County Residents or is organized by a private business. (S Rate)

*Hourly Rental Rates:

	RC	NP	S
Gymnasium	\$20	\$24	\$33
Out of County	\$30	\$36	\$50
Rec Room	\$10	\$14	\$17
Out of County	\$15	\$21	\$25

RC=Rec Council NP= Non Profit S=Standard

*Rec Room cannot take place independently

*Standard rate will be assigned when rentals fall outside of the Center's normal operating hours.

Note: Please **include set-up and clean-up times** in this application and there is a minimum 2 hour rental. There is a Recreation Center Coordinator on-site to ensure use within guidelines and reservations. The Frederick County Division of Parks and Recreation reserves the right to deny use to any group at any time.

I have read the Recreation & Parks Division's rules and policies and agree to comply with them. I understand that if I deviate from these stated policies that as a renter I/group may be asked to leave and my contract may be revoked.

Print Name _____

Signature _____

Date _____

Subletting Gym Space:

It is the policy of the Division of Parks & Recreation to only accept facility rental applications for users and their activities that are specifically named on the required insurance certificate and application. All council or private user groups who intend to rent gym space from the County need to provide insurance naming both the "Frederick County Board of Education" and the "Frederick County Board of County Commissioners" as additionally insured.

Tournament Use :

If a user group would host a tournament at a Recreation Center and two teams, not affiliated with the renter, potentially could end up playing each other, the County would then require insurance certificates from all teams participating prior to approval of a rental application. ***Renter must have representative on-site at tournaments to monitor facility.***

Insurance Requirement checklist for Recreation Center Rental

(Please initial when you have completed steps and return it with the application)

- ____ 1. Description of operations must include the saying, **The Board County Commissioners of Frederick County, Maryland and the Frederick County Board of Education will be named as additional insured on general liability policy.**
- ____ 2. The Certificate must read, **Board of County Commissioners of Frederick County, Maryland, 12 East Church Street, Frederick, Maryland 21701 and Board of Education of Frederick County, 191 South East Street, Frederick, Maryland 21701.**
- ____ 3. The Certificate of Insurance must meet these minimum requirements. General Liability must cover Premises/Operations; Products/Completed Operations; Contractual Liability; Independent Contractors; Broad Form Property Damage and Personal/Advertising Injury. General Liability coverage with minimum limits of \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Prod/CO Aggregate; \$1,000,000 Personal/Advertising Injury; \$50,000 Fire Damage Legal Liability and \$5,000 Medical Expense. All certificates must include an authorized signature and provide for at least 30 days notice of cancellation. Any deductibles or self-insured retentions should be noted on the certificate.
- ____ 4. All of the above coverage's must be written by a carrier with a minimum A.M. Best rating of A- or better AND a financial size classification of VI or higher.
- ____ 5. Proof of non-profit status from IRS.

RECREATION CENTER RENTAL APPLICATION

Name of Organization Making Request _____

Specific purpose of Use _____ Number attending activity _____

Print name of person in charge of this activity _____

Title _____

Address _____

City/State/Zip _____

Phone Number: Home _____ Work _____

Cell _____ Email Address _____

Back-up contact person _____ Phone Number _____

Recreation Center Requesting: ☐ Centerville Recreation Center ☐ Deer Crossing Recreation Center
☐ Oakdale Recreation Center ☐ Middletown Recreation Center
☐ Thurmont Recreation Center ☐ Tuscarora Recreation Center
☐ Walkersville Recreation Center

Special Request:

1. Are goods or food being sold during this activity? ☐ Yes ☐ No

(Food is only permitted in the Rec Room)

2. Is a Registration/material/admission fee being charged? ☐ Yes ☐ No

If you checked yes to any of the questions above, please explain:

3. Equipment Required:

_____ TV/VCR

_____ Rectangular tables; how many _____ (2 are available at Oakdale & Deer Crossing, 6 are available at Thurmont)

_____ Chairs; how many _____

_____ Bleachers open / # of basketball hoops needed (Thurmont only)

_____ Other; please be specific _____

Notes: Please identify any other information that will be helpful to Center Staff:

Total Number of Hours Requested in this application

Gym hours _____ x Hourly Rate \$ _____ = \$ _____

Rec Rm. Hours _____ x Hourly Rate \$ _____ = \$ _____

Total = \$ _____

The Rental Fee is due in full or a \$100.00 Deposit (whichever is less) is due with this Application.

Payment Method (check one): ☐ Cash \$ _____.

☐ **Check (enclosed):** \$ _____ # _____ *Make checks payable to "Frederick County Treasurer".*

☐ **Credit Card:** \$ _____ Card Number _____ - _____ - _____ - _____

Expiration Date: ____/____/____

Please



circle card:

Card Holder's Signature _____

For Office Use Only:

Date Received ____/____/____ Time: _____ Approved _____ Denied _____ Certificate of Insurance _____

Staff Representative _____ Notes: _____

Frederick County Parks & Recreation Recreation Center Application Date and Time Request

Recreation Center Requesting:

- | | |
|---|--|
| <input type="checkbox"/> Centerville Rec. Center | <input type="checkbox"/> Deer Crossing Rec. Center |
| <input type="checkbox"/> Middletown Rec. Center | <input type="checkbox"/> Oakdale Rec. Center |
| <input type="checkbox"/> Thurmont Rec. Center | <input type="checkbox"/> Tuscarora Rec. Center |
| <input type="checkbox"/> Walkersville Rec. Center | |

Please use a separate page for each Recreation Center.
Don't fill out shaded area.

[illegible]

Recreation Center Rules

We are happy to provide a place for your activity. Please abide by our rules while using our facility. Read the following rules and sign the bottom to ensure you understand the rules.

It is rental organizations/individual renter's responsibility to make certain that all coaches, parents, and participants are aware of these rules.

1. Use only the portion of the facility that you have requested. Refrain from having persons associated with your group in areas other than those reserved. Alarms are positioned throughout the facility to prohibit entrance to non-monitored areas. At no time should a person be in the main part of the school. Participants must enter and exit through the gym doors only.
2. Children are to be monitored at all times by an adult.
3. The Division will arrange equipment usage such as chairs, tables, etc. upon request and availability. Renters are responsible for set up and clean up. The on-site staff may be able to assist.
4. Do not move furniture and equipment without the consent of the on-site staff.
5. You have reserved a section of time and a specific area of this facility. Please enter and leave as reserved.
6. Participants may not be in the reserved facility when a staff person is not present.
7. Leave areas in the same or better condition than found. This includes outdoor grounds and the parking lot.
8. Food and drinks are restricted except with prior approval and only in the Recreation Room.
9. Please notify the on-site staff immediately in the event of any problems such as spills on the floor, broken equipment and any other facility issues.
10. Please wear sneaker type shoes that will not scuff or mark the floor.
11. There is absolutely NO DUNKING or SLAPPING THE BACKBOARD.
12. Do not sit, lean, or run against the blue divider wall that separates the gym and cafeteria.
13. Do not sit or stand on the stage at Thurmont Recreation Center.
14. The basketball backboards at Deer Crossing cannot be lowered.

I have read the Center Rules and agree to comply with them. I understand that if I deviate from these stated rules that as a renter I may be asked to leave and my contract may be revoked.

Print Name

Signature

Date